

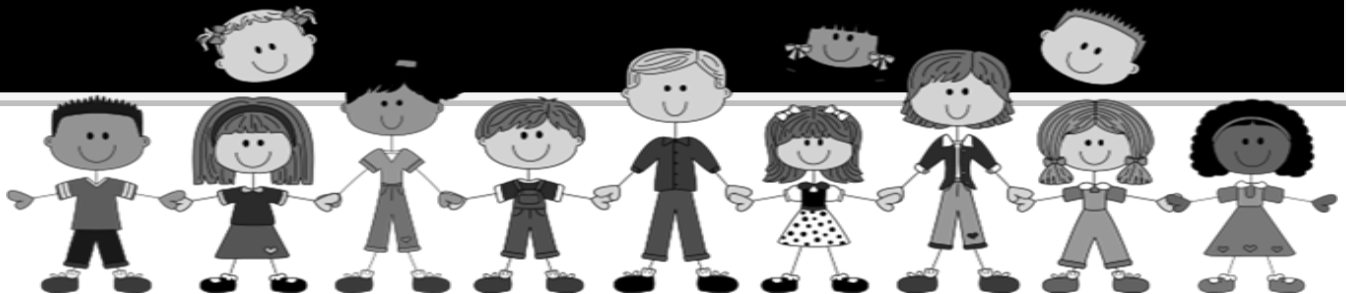
Community Education  
Shelby County Schools

PARENT INFORMATION GUIDE  
Summer Camp 2017

B e c a u s e

W e

C a r e



## **ABOUT US**

We are so glad that you have chosen Shelby County Schools Community Education Program for your child care needs. Our goal is to provide a safe, fun and caring environment to foster physical, emotional and social growth in each child. We operate Monday-Friday from 7:00am until 6:00pm. We will be closed May 29<sup>th</sup> (Memorial Day) and July 4<sup>th</sup> (Independence Day).

**Community Education reserves the right to cap any site that has reached capacity as well as enforce a registration deadline for the safety of our students.**

## **TO BRING**

Each child will need to bring one 18-20 gallon plastic storage tub with a lid (for storing belongings), quiet time supplies (mat/sleeping bag, book, magazine), towel and swimwear (on swimming field trip days), water bottle daily, change of clothes, 2 snacks and a sack lunch daily (don't forget to include a drink with snacks and lunch). We do not have access to a refrigerator or microwave, so please keep this in mind when packing snacks/lunches. We also ask that mats and sleeping bags are taken home at the end of each week to be washed. You may also bring arm floaties on swimming field trip days.

## **DRESS CODE**

We ask that the children dress appropriately. Wear comfortable clothes, closed toe shoes and socks. Field trip shirt should be worn on field trip days. For more specific guidelines, refer to the Shelby County Schools Code of Conduct.

## DAILY SCHEDULE

The following is an example of our Summer Camp Daily Schedule. Times are subject to change based on the needs of each individual site.

|                |                   |
|----------------|-------------------|
| 7:00 to 8:45   | Morning Centers   |
| 9:00 to 9:20   | Morning Snack     |
| 9:30 to 9:40   | Opening Ceremony  |
| 9:40 to 10:25  | Activity Time     |
| 10:35 to 11:20 | Activity Time     |
| 11:30 to 12:05 | Lunch             |
| 12:15 to 1:15  | Quiet Time        |
| 1:25 to 2:10   | Activity Time     |
| 2:20 to 3:05   | Activity Time     |
| 3:15 to 3:25   | Closing Ceremony  |
| 3:25 to 3:50   | Afternoon Snack   |
| 4:00 to 5:45   | Afternoon Centers |
| 5:45 to 6:00   | Clean Up/Pack Up  |

## **PERSONAL BELONGINGS**

The Community Education Program is not responsible for personal belongings that are lost, damaged or stolen. Community Education reserves the right to remove items from children that are deemed unacceptable. Retrieved items will be returned to parents. All personal belongings should be clearly labeled with the child's name. Please do not permit your child to bring important, expensive, or dangerous items. Please, no toys, games, trading cards, electronic devices, etc...unless approved in advance by the In-Charge Teacher.

## **SAFETY**

Your child's safety is of utmost importance. We have a low 15 to 1 student/counselor ratio, which allows for on-going supervision. The staff routinely practices fire, tornado and intruder drills. Our policy also requires the staff to ID anyone who is taking a child from our care.

## **CUSTODIAL PARENTS/GUARDIANS**

Court approved documents must be on file in the Community Education office to restrict a biological/custodial parent's access to a child.

## **SIGN IN/OUT INFORMATION**

Community Education requires each child to be checked in/out by an authorized adult (pin required) before leaving the building. Be prepared to show proper identification.

## **INCLEMENT WEATHER/EARLY DISMISSAL**

The Community Education Program follows the guidelines set by the Shelby County Board of Education for all Inclement Weather/Early Dismissal. Please make sure that we have current local telephone numbers to reach you via Blackboard Connect Rapid Notification System. Listen to local radio and television stations for weather conditions and closings, as it is not always possible to contact all parents. In the event of any emergency closing, you will need to make arrangements for your child to be picked up promptly.

## **ILLNESS AND MEDICATION**

**Illness:** For the health and well-being of our children and staff, please do not send your child to Summer Camp if she/he is sick. Your child must be fever-free for 24 hours without the aid of a fever reducer before returning to our program. If your child becomes ill while in our care, please make arrangements for your child to be picked up within the hour of notification.

**Medication:** Community Education medication procedures were developed with your child's safety in mind and are in compliance with guidelines established by the Shelby County Board of Education, Alabama State Department of Education and the Alabama Board of Nursing. Due to the potential for allergic or asthmatic reactions, staff members are not allowed to apply sunscreen and insect repellent during Summer Camp. Contact the Nurse Program Manager at 682-5966 if your student requires medication, on-site nursing services, or to discuss any health concerns relevant to your child.

## **FIELD TRIPS**

The cost of Field Trips is included in the fees, with no additional charge to the parent. If a Field Trip is planned, it is expected that all students will participate. Make sure to wear Field Trip shirts on field trip days and check with the In-Charge Teacher for information on what time the bus will be leaving from the site as well as what time the children will be returning to the site. It is important that the children are on time. We are not allowed to hold the bus for late children. If your child is left due to being tardy, it is the parent's responsibility to deliver their child to the field trip site or arrange for alternate care as there is no staff left on site to supervise.

## **ENRICHMENT**

Enrichment classes (ex: dance, karate, gymnastics, cheer, golf) are available at various Shelby County Schools. For a current listing of classes, vendor contacts and additional information, visit [www.shelbyed.k12.al.us/communityed.htm](http://www.shelbyed.k12.al.us/communityed.htm).

# **PAYMENT INFORMATION and FEE SCHEDULE**

The Community Education Program offers Full Time and Partial Week status for summer camp.

Please note:

- Sites cannot accept any form of payment
- Refund requests must be made in writing. If approved, a check will be mailed to you from the Shelby County Board of Education. Please allow 10-14 business days for processing.
- Payment is due on Monday one week prior to attendance (Parent is responsible for payment whether child is present or absent, unless cancelled two weeks in advance).
- There is a late pick-up fee (\$1 per min) for any child picked up after 6:00 pm. If we do not receive communication from a late parent, the local law enforcement agency will be called after 30 minutes to arrange for the child's supervision. Notification by parent of being late does not negate payment of the late pick-up fee with the exception of circumstances outside of your control. Habitual tardiness in picking up children will result in their dismissal.
- To withdraw from the program, written notification must be delivered to the student's Summer Camp site or mailed to: Community Education 601 1<sup>st</sup> Street South, Alabaster, AL 35007.

## Registration Fee:

\$35.00 (Non-refundable) - Payment is due upon completion of registration.

## Weekly Fees:

\$140 (Full pay) or \$110 (SCBOE Employee, Reduced/Free lunch - *Proof of employment or lunch status required*)

## Partial Week Fees:

\$35 per day - Payment is due on Monday one week prior to attendance.

## Late Payment Fees:

\$15 - Will be billed to account one day after payment is due. Payment is due on Monday one week prior to attendance.

## Cancellation Fee:

\$35 per week for full time/\$20 per week for part time

## Returned Transaction Fee:

\$30

# **BEHAVIOR MANAGEMENT GUIDELINES**

The Community Education Program adheres to the Shelby County School's Code of Conduct. In order to create a positive and safe environment for all, children are expected to follow the Summer Camp rules. Be sure to obtain a copy from your Summer Camp Site. It is imperative that parents and staff work together. To accomplish this, all concerns must be brought to the attention of the In-Charge Teacher.

## **Rule infractions will be dealt with in the following manner:**

- Time-out
- Loss of privileges
- Verbal communication with parent

**For significant or repeated minor offenses, written Infraction Notices will be issued to the student.**

## **Serious offenses will result in:**

- Disciplinary Notice #1
- Disciplinary Notice #2, with possible suspension and/or Parent Conference.
- Disciplinary Notice #3, with dismissal from the program for one year. Parent may appeal this within one week of notice.

## **Other grounds for dismissal may include:**

- Habitual tardiness in picking up children.
- Verbally abusive language by parents toward staff or children.
- Unpaid balances.
- Parents approaching or disciplining any counselor or child in our care.